

## Useful information for Erasmus Incoming Students

All the information about study programs (including a list of courses for each bachelor's degree), academic calendar, the location of important spaces and contact data is available on the Faculty web page:

<https://facultadeconomiayempresa.usal.es/estudiantes/>

Information of the 2022/2023 academic course will not be updated until the last days of June 2022.

### Learning Agreements

The Faculty of Economics and Business Administration of the University of Salamanca will receive the Learning Agreements (LA) of the Erasmus Incoming students **from July 4<sup>th</sup> to September 5<sup>th</sup>** for students who start their stay in September (Annual and Semester 1) and **from January 10<sup>th</sup> to February 5<sup>th</sup>** for students starting their stay in February (Semester 2).

Before filling in the LA, **we strongly recommend carefully reading the links (next pages) to the exam schedules and course timetables**. Erasmus students should choose courses that do not overlap in class time or exams dates.


Students must submit their LA by filling in all necessary fields through the Erasmus Without Papers (EWP) Dashboard, particularly the following as indicated:

- STUDENT INFORMATION
  - **Academic Year:** 2022/2023
  - **Field of Education:** 0410 OR 0311
  - **Study Cycle at Nomination AND Study Cycle at Departure:** EQF Level 6  
The Faculty of Economics and Business Administration do not offer EQF Level 7 subjects, but may admit Master level students if they agree to take Bachelor's Degree Courses
- RECEIVING INSTITUTION
  - **Receiving Institution:** University of Salamanca
  - **Faculty:** Facultad de Economía y Empresa
  - **Country:** Spain
  - **Internet domain:** usal.es
  - **Receiving Contact Person:**
    - First Name:* Pablo
    - Last Name:* Garrido Prada
    - Position:* International coordinator
    - Email:* int.ec@usal.es

## ○ STUDY PROGRAM

- **Component Title, Code, ECTS Credits AND Semester:** Next pages
- **Language of Instruction:** Spanish, level B1 OR English, level B1  
The language of each course is indicated in the next pages of this document

When choosing courses, it is important to consider the following:

1. Every Learning Agreement signed before the start of the Erasmus stay is PROVISIONAL. The places in each course are not guaranteed until the confirmation within the Faculty enrolment process. Students will receive in their email instructions for the enrolment process from September/January, depending on the start of the stay.
2. The first-year courses of any degree of the Faculty are not available for Erasmus students, with the exception of the Bachelor's Degree in SMEs Management.
3. If the mobility is only for one semester, Erasmus students must verify that the selected courses are in the appropriate semester (first semester or second semester).
4. Warning: There are courses that may have the same name but are from different BD: they may have a different teacher, different timetables, and different exam dates.
5. All courses at the Faculty are taught in Spanish, except those marked with  in this document.
6. Erasmus Students may register any "ELECTIVE" course, although these courses are limited to 50 placements in the BD in SMB Management and 45 placements in the others. In case that all placements of an ELECTIVE course have been filled at the time of the enrolment process, students must change their choice and take another course.
7. Erasmus students cannot be enrolled in Internships. In case there are placements left over once they have been distributed among students that do not engage in exchange programs, they may be offered as extracurricular internships for Erasmus students.
8. Erasmus Students will not be enrolled at the University of Salamanca for Bachelor's Degree Final Project.

## Enrolment process at the Faculty of Economics and Business Administration

Erasmus students will receive instructions for the enrolment process at a meeting on the start day of the semester (announced in a personal previous email). In the first week of teaching of each semester, every Incoming Erasmus student will be able to attend the courses without enrolling on them, just to verify if their provisional Learning Agreement is correct. Then, the Secretary of the Faculty of Economics and Business Administration will open a registration process in the courses.

The timetable for the enrolment process is as follows.

### FIRST SEMESTER AND ANNUAL STAYS:

**July 4<sup>th</sup> to September 5<sup>th</sup> –**

The “Before the Mobility” version of the Learning Agreement must be approved by both sides. This version is provisional and depends on the subsequent process.

**September 12<sup>th</sup> –**

Meeting for enrolment information (more details by personal email to each student).

**September 16<sup>th</sup> –**

Erasmus students will receive an email with the link to make their final enrollment proposal at the Faculty of Economics and Business, once they have confirmed during the previous week that the subjects chosen in their Learning Agreement are the correct ones and that timetables and exams do not overlap.

**September 16<sup>th</sup> to 21<sup>st</sup> –**

Enrolment period.

**September 22<sup>nd</sup> to 23<sup>rd</sup> –**

Enrolment modification period.

### SECOND SEMESTER STAYS:

**January 10<sup>th</sup> to February 5<sup>th</sup> –**

The “Before the Mobility” version of the Learning Agreement must be approved by both sides. This version is provisional and depends on the subsequent process.

**February 6<sup>th</sup> –**

Erasmus Incoming meeting for enrolment information (more details in personal email to each student).

**February 10<sup>th</sup> –**

Erasmus students will receive an email with the link to make their final enrollment proposal at the Faculty of Economics and Business, once they have confirmed during the previous week that the subjects chosen in their Learning Agreement are the correct ones and that timetables and exams do not overlap.

**February 10<sup>th</sup> to 15<sup>th</sup> –**

Enrolment period

**February 16<sup>th</sup> to 17<sup>th</sup> –**

Enrolment modification period

After the enrolment modification period ends, no more changes on subjects are allowed. The Faculty of Economics and Business Administration reserves the right to close enrolment in those subjects that present problems, appreciated at any time.

All documents to be signed and stamped by the International Coordinator (certificate of arrival, certificate of attendance, etc.) must be sent to [erasmus-incoming.ec@usal.es](mailto:erasmus-incoming.ec@usal.es). Documents will be returned in the same way in a few days.

There are two sessions to pass subjects in each semester, ordinary and extraordinary, as can be seen on the calendar page. Once the exams have been finally passed, even in the ordinary session, students may consider their stay finished.

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: **Suspenso** (Fail): 0 - 4.9; **Aprobado** (Pass): 5 - 6.9; **Notable** (Good): 7 - 8.9; **Sobresaliente** (Very Good): 9 - 10; **Matrícula de Honor**: A special mention for outstanding performance limited to a maximum of 2 % of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as **No Presentado** (Absent). To pass a course unit, a student must receive a grade of at least 5 points out to 10.

## Courses of the Faculty of Economics and Business Administration including in the Erasmus Study Program

### Grado en Economía – Bachelor's Degree in Economics

Timetables: <https://guias.usal.es/node/128775/horarios>

Exams: <https://guias.usal.es/node/128775/evaluacion>

#### SECOND YEAR Economics




SEMESTER	CODE	TITLE	TYPE	ECTS
1	103711	MICROECONOMIA I	basic	6
1	103712	MACROECONOMIA I	basic	6
1	103713	DECISIÓN Y JUEGOS	obligatory	6
1	103714	ECONOMIA MUNDIAL	obligatory	6
1	103715	ESTADISTICA II	obligatory	6
2	103716	MICROECONOMIA II	obligatory	6
2	103717	MACROECONOMIA II	obligatory	6
2	103718	ECONOMETRIA I	obligatory	6
2	103719	ECONOMIA ESPAÑOLA	basic	6
2	103720	HACIENDA PUBLICA I	obligatory	6

#### THIRD YEAR Economics

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103721	MICROECONOMIA III	obligatory	6
1	103722	ECONOMETRIA II	obligatory	6
1	103723	DESARROLLO Y CRECIMIENTO	obligatory	6
1	103724	HACIENDA PUBLICA II	obligatory	6
1	103725	PRINCIPIOS DE ORGANIZACIÓN	obligatory	6
2	103726	MACROECONOMIA III	obligatory	6
2	103727	PENSAMIENTO ECONOMICO	obligatory	6
2	103728	SECTOR PUBLICO ESPAÑOL	obligatory	6
2	103729	ECONOMIA UNIÓN EUROPEA	obligatory	6
2	103730	DERECHO TRIBUTARIO	obligatory	3
2	103731	DERECHO ADMINISTRATIVO ECONOMICO	obligatory	3

#### FOURTH YEAR Economics

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103754	ECONOMIC ANALYSIS DATA 	elective	6
1	103734	MODELIZACIÓN ECONÓMICA	elective	6
1	103736	ECONOMÍA FINANCIERA	elective	6
1	103757	ECONOMICS OF INNOVATION 	elective	6
1	103739	ECONOMÍA INTERNACIONAL	elective	6
1	103740	FLUCTUACIONES ECONÓMICAS	elective	6
1	103741	FUNDAMENTOS DE MARKETING	elective	6

1	103742	HISTORIA DE LAS RELACIONES ECONÓMICAS INTERNACIONALES	elective	6
1	103745	ECONOMIA DE AMERICA LATINA	elective	6
1	103750	MODELOS DE DECISIÓN	elective	6
1	103751	ECONOMÍA INDUSTRIAL - REGULACIÓN DE MERCADOS	elective	6
2	103735	ECONOMÍA DE LA EDUCACIÓN	elective	6
2	103758	ENVIRONMENTAL ECONOMICS 	elective	6
2	103743	SOCIOLOGIA	elective	6
2	103744	ANÁLISIS DE INFORMACIÓN FINANCIERA	elective	6
2	103755	LABOUR ECONOMICS 	elective	6
2	103756	HEALTH ECONOMICS 	elective	6
2	103748	INFORMÁTICA PARA OPTIMIZACIÓN	elective	6
2	103749	MERCADOS E INSTITUCIONES FINANCIERAS	elective	6
2	103752	SISTEMAS INTERNOS DE LA INFORMACIÓN CONTABLE	elective	6

## Grado en Administración y Dirección de Empresas – Bachelor's Degree in Business Administration and Management

Timetables: <https://guias.usal.es/node/130705/horarios>

Exams: <https://guias.usal.es/node/130705/evaluacion>

### SECOND YEAR Business Administration and Management





SEMESTER	CODE	TITLE	TYPE	ECTS
1	103812	ESTADISTICA II	basic	6
1	103813	ANALISIS DE LAS OPERACIONES ECONÓMICAS	obligatory	6
1	103814	MICROECONOMIA I	basic	6
1	103815	VALORACIÓN FINANCIERA	obligatory	6
1	103816	DIRECCIÓN DE OPERACIONES	obligatory	6
2	103817	MACROECONOMIA	basic	6
2	103818	SISTEMAS DE INFORMACIÓN CONTABLE INTERNACIONALES	obligatory	6
2	103819	GESTIÓN FINANCIERA DEL CIRCULANTE	obligatory	6
2	103820	FUNDAMENTOS DE COMERCIALIZACIÓN	obligatory	6
2	103821	DISEÑO ORGANIZATIVO	obligatory	6

### THIRD YEAR Business Administration and Management

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103822	DIRECCIÓN ESTRATEGICA	obligatory	6
1	103823	ANALISIS DE ESTADOS FINANCIEROS	obligatory	6
1	103824	DIRECCIÓN FINANCIERA I	obligatory	6
1	103825	INVESTIGACIÓN DE MERCADOS	obligatory	6
1	103826	ECONOMETRÍA	obligatory	6

2	103827	COMBINACIONES DE NEGOCIOS	obligatory	3
2	103828	DIRECCIÓN FINANCIERA II	obligatory	6
2	103829	POLÍTICAS COMERCIALES	obligatory	6
2	103830	ESTRATEGIA COMERCIAL	obligatory	3
2	103831	ESTRATEGIAS CORPORATIVAS	obligatory	6
2	103832	MICROECONOMIA II	obligatory	3
2	103833	ECONOMIA DE LA UNIÓN EUROPEA	obligatory	3

**FOURTH YEAR Business Administration and Management**

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103860	FINANCIAL PLANNING AND ANALYSIS 	elective	6
1	103837	AUDITORIA	elective	6
1	103838	AUDITORIA INTERNA	elective	6
1	103839	CONTROL INTERNO Y DE GESTIÓN	elective	6
1	103840	DERECHO MERCANTIL DE LA UE	elective	6
1	103841	DERECHO LABORAL	elective	6
1	103842	DIRECCIÓN AVANZADA DE OPERACIONES	elective	6
1	103843	DISTRIBUCIÓN COMERCIAL	elective	6
1	103862	INTERNATIONAL FINANCE 	elective	6
1	103845	HISTORIA DE LA EMPRESA	elective	6
1	103846	INNOVACIÓN EMPRESARIAL	elective	6
1	103854	COMUNICACIÓN COMERCIAL	elective	6
2	103861	INTERNATIONAL MARKETING 	elective	6
2	103848	ADMINISTRACIÓN DE RECURSOS HUMANOS	elective	6
2	103849	COMPORTAMIENTO ORGANIZACIONAL	elective	6
2	103850	MARKETING SECTORIAL	elective	6
2	103851	DIRECCIÓN ECONÓMICA	elective	6
2	103852	HABILIDADES DIRECTIVAS	elective	6
2	103853	PRODUCTOS FINANCIEROS	elective	6
2	103855	MERCADOS E INSTITUCIONES FINANCIERAS	elective	6
2	103856	OPERACIONES SOCIETARIAS	elective	6
2	103857	REGULACIÓN DE MERCADOS	elective	6
2	103863	INFORMATION AND KNOWLEDGE MANAGEMENT 	elective	6
2	103859	TECNOLOGÍA DE LA INFORMACIÓN PARA LA EMPRESA	elective	6

## Grado en Gestión de Pequeñas y Medianas Empresas – Bachelor’s Degree in SMEs Management

Timetables: <https://guias.usal.es/node/130453/horarios>

Exams: <https://guias.usal.es/node/130453/evaluacion>

### FIRST YEAR SMEs Management

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103900	INTRODUCCIÓN A LA ADMINISTRACIÓN DE LA EMPRESA	basic	6
1	103901	FUNDAMENTOS DE CONTABILIDAD	basic	6
1	103902	MATEMÁTICA EMPRESARIAL	basic	6
1	103903	INTRODUCCIÓN A LA ECONOMÍA	basic	6
1	103904	TECNOLOGÍAS DE INFORMACIÓN EN GESTIÓN EMPRESARIAL	obligatory	3
1	103905	HISTORIA ECONÓMICA CONTEMPORÁNEA	obligatory	3
2	103906	FUNDAMENTOS DE DERECHO PRIVADO PATRIMONIAL	basic	6
2	103907	CONTABILIDAD PARA PYMES	obligatory	6
2	103908	ESTADÍSTICA EMPRESARIAL	basic	6
2	103909	FUNDAMENTOS DE MÁRKETING	basic	6
2	103910	DERECHO DEL TRABAJO	obligatory	3
2	103911	MATEMÁTICA FINANCIERA	obligatory	3



### SECOND YEAR SMEs Management

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103912	CONTABILIDAD DE COSTES	obligatory	6
1	103913	FUNDAMENTOS DE FINANZAS	basic	6
1	103914	MÉTODOS DE GESTIÓN	obligatory	6
1	103915	ECONOMÍA ESPAÑOLA	basic	6
1	103920	GESTIÓN COMERCIAL DE LA PYME	obligatory	6
2	103917	FISCALIDAD EN LA EMPRESA	obligatory	6
2	103918	ESTRUCTURA Y PROCESOS ORGANIZATIVOS	obligatory	6
2	103919	GESTIÓN FINANCIERA DE LA PYME	obligatory	6
2	103916	MICROECONOMÍA	basic	6
2	103921	ANÁLISIS CONTABLE DE LA GESTIÓN EMPRESARIAL	obligatory	3
2	103922	COMPORTAMIENTO DEL CONSUMIDOR	obligatory	3


### THIRD YEAR SMEs Management

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103923	EMPREENDEDORES Y PYMES	obligatory	6
1	103924	GESTIÓN DE LA CALIDAD	obligatory	3
1	103925	GESTIÓN DEL RIESGO	obligatory	3
1	103926	SISTEMAS DE GESTIÓN INTEGRAL	obligatory	6



1	103927	GESTIÓN DE PROYECTOS EMPRESARIALES	obligatory	6
1	103928	COMERCIO ELECTRÓNICO	obligatory	6
2	103931	ECONOMIA BANCARIA Y DE SEGUROS	elective	6
2	103932	ASESORAMIENTOS FINANCIEROS	elective	6
2	103933	MARCO LEGAL DE LAS OPERACIONES FINANCIERAS	elective	6
2	103934	CONSOLIDACIÓN CONTABLE	elective	6
2	103935	CONTABILIDAD Y CONTROL DE GESTIÓN EN PYMES	elective	6
2	103936	GESTIÓN Y RETRIBUCIÓN DE PERSONAL	elective	6
2	103937	DIRECCIÓN DEL CANAL DE DISTRIBUCIÓN	elective	6
2	103938	INVESTIGACIÓN DE MERCADOS EN EMPRESAS MINORISTAS	elective	6
2	103939	SOCIOLOGIA DEL CONSUMO	elective	6
2	103962	NEGOTIATION IN SPECIFIC CONTEXTS 	elective	6
2	103941	LOGÍSTICA Y GESTIÓN DE PROVEEDORES	elective	6
2	103942	MARKETING INDUSTRIAL	elective	6
2	103943	ADMINISTRACIÓN DE NEGOCIOS INTERNACIONALES	elective	6
2	103944	ECONOMIA DE LA UNIÓN EUROPEA	elective	6
2	103945	CONTABILIDAD INTERNACIONAL	elective	6
2	103963	BUSINESS ENGLISH (Level acquired B1) 	elective	6

**FOURTH YEAR SMEs Management**

SEMESTER	CODE	TITLE	TYPE	ECTS
1	103947	ANÁLISIS DEL MERCADO DE VALORES Y GESTIÓN DE CARTERAS	elective	6
1	103948	VALORACIÓN DE EMPRESAS PARA BANCA Y SEGUROS	elective	6
1	103949	MARKETING FINANCIERO	elective	6
1	103950	CONTABILIDAD SUPERIOR	elective	6
1	103951	ASESORAMIENTO DE PYMES	elective	6
1	103952	FISCALIDAD DE LAS PYMES	elective	6
1	103953	GESTIÓN DEL PUNTO DE VENTA	elective	6
1	103954	DIRECCIÓN ESTRATÉGICA DE EMPRESAS MINORISTAS	elective	6
1	103955	GESTIÓN DE OPERACIONES DISTRIBUCIÓN COMERCIAL	elective	6
1	103956	ALIANZAS Y COOPERACIÓN EMPRESARIAL	elective	6
1	103964	INNOVATION MANAGEMENT 	elective	6
1	103958	ANÁLISIS Y CONTROL PRESUPUESTARIO DE PROYECTOS	elective	6

1	103959	GESTIÓN FINANCIERA DE NEGOCIOS INTERNACIONALES	elective	6
1	103960	OPERACIONES DE COMERCIO EXTERIOR	elective	6
1	103961	DERECHO DE LOS CONTRATOS EN EL COMERCIO INTERNACIONAL	elective	6

## Academic calendar 2022/2023

**First Semester (fall 2022)** 7 September 2022 – 5 February 2023

Teaching period 12 September – 16 December 2022

Subjects of 3 ECTS. 1<sup>st</sup> part: 12 September – 30 October 2022  
2<sup>nd</sup> part: 31 October – 16 December 2022

Semester break 23 December 2022 – 8 January 2023

Ordinary examination session 19 December 2022 – 20 January 2023

Subjects of 3 ECTS. 1<sup>st</sup> part: 4 November – 11 November 2022  
2<sup>nd</sup> part: 19 December 2022 – 20 January 2023

Extraordinary examination session 23 January – 4 February 2023

**Second Semester (spring 2023)** 6 February – 30 June 2023

Teaching period 6 February – 19 May 2023

Subjects of 3 ECTS. 1<sup>st</sup> part: 6 February – 26 March 2023  
2<sup>nd</sup> part: 27 March – 19 May 2023

Semester break 29 March – 9 April 2023

Ordinary examination session 29 May – 9 June 2023

Subjects of 3 ECTS. 1<sup>st</sup> part: 21 – 28 April 2023  
2<sup>nd</sup> part: 29 May – 9 June 2023

Extraordinary examination session 13 – 24 June 2023

## Information to locate spaces



### Edificio Administrativo



## Edificio de Aulas



## Biblioteca Francisco de Vitoria



## **ERASMUS Information Sheet 2022/2023**

### Information of the University of Salamanca

<b>Full legal name of the institution</b>	University of Salamanca
<b>Erasmus Code</b>	E SALAMAN02
<b>Postal Address</b>	Patio de Escuelas, s/n. 37008 SALAMANCA – SPAIN
<b>Institution's website</b>	<a href="http://www.usal.es">www.usal.es</a>
<b>Erasmus Information website</b>	<a href="https://rel-int.usal.es/es/module-variations/estudiantes-extranjeros/becas-erasmus-de-estudios">https://rel-int.usal.es/es/module-variations/estudiantes-extranjeros/becas-erasmus-de-estudios</a>
<b>International Office</b>	Servicio de Relaciones Internacionales C/ Cardenal Pla y Deniel, 22 - 1º 37008 SALAMANCA – SPAIN <a href="mailto:erasmus-in@usal.es">erasmus-in@usal.es</a> +34 923 294426
<b>Application deadlines</b>	15th July, both semesters
<b>Courses catalogue</b>	Available on the website in June 2022. <a href="http://www.usal.es/grados">http://www.usal.es/grados</a>
<b>Language of instruction</b>	SPANISH Minimum recommended level: B1 (no certificate required)
<b>Accommodation</b>	Students must arrange it by themselves. They can find information in: <a href="https://spio.usal.es/">https://spio.usal.es/</a>

## **ERASMUS Information Sheet 2022/2023**

### Information of the Faculty of Economics and Business Administration

<b>Full legal name of the institution</b>	Faculty of Economics and Business Administration
<b>Faculty's postal address</b>	Campus Miguel de Unamuno Paseo Francisco Tomás y Valiente, s/n 37007 Salamanca
<b>Faculty's International Coordinator</b>	Faculty Coordinator for Bilateral Agreement, Exchange, and questions related to Learning Agreements:  Pablo GARRIDO PRADA  International Coordinator  int.ec@usal.es
<b>Secretary of the Faculty</b>	Administrative procedures  erasmus-incoming.ec@usal.es  +34 923 29 45 61
<b>Faculty website</b>	<a href="https://facultadeconomiayempresa.usal.es/estudiantes">https://facultadeconomiayempresa.usal.es/estudiantes</a>